

APPROPRIATIONS COMMITTEE

Meeting Minutes

For the Meeting Held On January 29, 2015

Meeting Time : 6:30 pm

Location : Council on Aging – Media Room

Address : 328 North Main Street, East Longmeadow, MA

Meeting Posted On: **Day:** Thursday **Date:** 1 / 26 / 2015
(48 hrs required)

Is Meeting Being Recorded by Digital Recorder: Yes X No
The Minutes of this Meeting are being taken by: Marge Larocca

Committee Members: (check if attended)

Eric Madison	✓	Russell Denver	✓	James Broderick		James Walsh	✓
Dawn Starks	✓	Rocco Carabetta	✓	Sam Pizzanelli	✓	Sara Menard	✓

Attendees: William Gorman, Ryan Quimby, Carolyn Brennan, Sara Menard, James Sheils, Marge Larocca.

Did the Chair release any prior Executive Session Minutes?

Yes		No	x
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Dates of Executive Session Released :

TOPIC / MATTER #1

Budget Review – IT Department

Summary of Matter Discussed :

- The Chairman opened the meeting and welcomed Mr. Quimby to the meeting. Mr. Pizzanelli stated that he is the committee liaison to the IT Department, and gave a description of the IT Department's budget proposal. He added that there isn't a supplemental budget.
- Mr. Denver asked Mr. Quimby for an update about the appropriation made at the May 19, 2014 Annual Town Meeting for Technology Maintenance. Mr. Quimby explained that 100% of the appropriation will be spent in the next few weeks. He followed with an explanation of the strategy of the IT dept. for capital and replacement technology. Mr. Quimby gave a description of the particulars and timeframe of the E-rate grant. Discussion followed about items in the IT proposed budget, non-salary expenses and salaries that are in negotiations. The Committee members question Mr. Quimby about the elements in the budget, technology maintenance contracts and what he envisioned for the department. The Chairman asked Mr. Quimby for more detailed budget information and scheduled him to meet again with the Appropriations Committee.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- None

TOPIC / MATTER #2

Budget Review – Council on Aging

Summary of Matter Discussed :

- The Chairman welcomed the Director of the Council on Aging to the meeting. Mr. Carabetta stated that he is the committee liaison to the Council on Aging (COA). He gave an account of meeting with the Council on Aging. He stated that the staff is grossly underpaid, and that their budget is as requested.
- Discussion followed about the COA supplemental budget request. Ms. Brennan spoke about a re-grade request for the Nurse and Health Educator as shown in the supplemental budget, and distributed a job description about the position. She added that it is in the best interest of the town to keep seniors active, at home and independent as long as possible. Ms. Brennan then distributed the document, Pers. Budget sheet – base and gave an explanation of the information. She followed with an explanation about where the funding for the COA budget comes from and added that without grant writing the Senior Center would not function.
- Discussion followed about programs of the Senior Center and the percentages of residents and non-residents that use them. Ms. Brennan distributed a document that shows class survey responses and gave a description of the information.
- The Chairman asked the committee if they are comfortable in moving forward without further discussion on the COA original budget & the supplemental, if so approved by the Board of Selectmen. There was a second and all were in favor.

Documents or Exhibits for this Matter:

- Job Description-COA Nurse & Health Educator; COA Nurse & Health Educator Position purpose & job summary; Pers. Budget Sheet – Base.

Votes Taken Under this Matter :

- The Chairman asked the committee if they are comfortable in moving forward without further discussion on the COA original budget & the supplemental, if so approved by the Board of Selectmen. There was a second and all were in favor.

TOPIC / MATTER #3

General Discussion

Summary of Matter Discussed :

- The chairman stated that there isn't any additional information to review for the sources and uses.
- The Town Accountant distributed the document: Union Contract Information, and gave a description of the information shown. Discussion followed about the fair labor standards act, and compensatory time vs paid over time.
- Mr. Gorman asked if the state has announced the levels of state aid. The Chairman explained that because there is a new governor, the information will be delayed and that when the Appropriations Committee has a clearer picture of the budget, they will meet with the Board of Selectmen.
- Discussion followed about costs of department personnel attending conventions.
- Mr. Denver stated that he would be chairing the next meeting and spoke about topics that will be discussed. Discussion followed about modifications and additions for the sources and uses document
- Discussion began next about health insurance for elected officials. The Chairman stated that the committee is of the opinion that this is an area the Board of Selectmen need to look at as an advantage to taxpayers. Discussion followed about the difference of offering health insurance to elected officials vs part time employees.

Documents or Exhibits for this Matter:

- Union Contract Information

Votes Taken Under this Matter :

- None

TOPIC / MATTER #4

Meeting Minutes – January 13, 2015 & January 20, 2015

Summary of Matter Discussed :

- The meeting minutes of January 13, 2015 and January 20, 2015 were reviewed.
- A motion was made to approve the meeting minutes of January 20, 2015. The motion was seconded, and all were in favor.
- A motion was made to approve the meeting minutes of January 13, 2015. The motion was seconded, and all were in favor.

Documents or Exhibits for this Matter:

- Appropriations Committee Meeting Minutes: January 13, 2015 & January 20, 2015

Votes Taken Under this Matter :

- A motion was made to approve the meeting minutes of January 20, 2015. The motion was seconded, and all were in favor.
- A motion was made to approve the meeting minutes of January 13, 2015. The motion was seconded, and all were in favor.

8:33 PM: Motion to Adjourn

Next Meeting: February 3, 2014 – 6:30PM – Council on Aging – Conference Room

MEETING FOLLOW UP:
PRIOR MEETING NOTES:
Average cash balances – where are they at?
Note: Set date for Auditor's budget forum
Committee Goals :
Health Insurance Plan Designs
Health Insurance for part-time Elected Officials
Meal Tax generation
Professional Development Class
Increase OPEB Appropriation
Establish a Capital Planning Budget